

SOUTH PARK STAKEHOLDERS G R O U P

*Dedicated to the Economic, Social and Cultural
Vitality of South Park–Downtown Los Angeles*



Executive Committee Meeting

Tuesday, January 8, 2013; 1pm

South Park Stakeholders Group – CBID

Villa Flores, 1020 Flower Street, Downtown Los Angeles, CA 90015

Present: Gary Warfel, Robin Bieker, Bob Buente, Philip

Staff: Jessica Lall

Consultants: Marco Li Mandri

MINUTES

Discussions held and recommendations made to the Board:

<i>Item</i>	<i>Discussion</i>	<i>Action taken?</i>
Budget Review	Gary gave a presentation on the 2013 – illustrating how he converted the 2012 budget in to a draft of the 2013 budget. The budget categories now reflect SP's 2012 approved management district plan. The 2013 Budget also accounts for an 8% contingency in each category due to the anticipated delinquencies resulting from the manual billing. The total operating budget for 2013 is \$1.86 million. He also proposed allocations for SOBO, DISI and EBO. The most notable cut will come in SOBO. The committee discussed the need to evaluate in detail every line item – and what was spent, and where reductions can be made. Jessica will take over managing the budget and oversee all invoices.	Board committees will work with Jessica to flesh out budget line items; Bob will set up a meeting to work on SOBO/EBO budget; Jessica will work with Board and staff to acquire additional quotes for services; Exec Com and Jessica will meet with Securitas and LACC to determine how to create efficiency in services.
Office Improvements	Discussion was held on what office improvements will be made – notably the creation of the Executive Director's office and creating additional workspace.	Recommend to Board that Executive Committee will oversee office enhancements and they will be considered capital improvements.

New City America Contract	Discussion was held around approving NCA's contract from January – June 2013 in the amount of \$36,000 to be paid from EBO and DISI Budgets. Services will include transitioning the new Executive Director, branding and marketing strategies for South Park, working on a City ordinance to increase the life span of BIDS, BID expansion, etc.	The Committee recommends to the Board approving the contract and reevaluating renewal in June 2013.
Devine Strategies Contract	The Committee discussed Tara's valuable contributions in 2012, but determined that given staff resources have increased, we would move her contract to an as-needed basis in the amount of \$200/hour. Tara will be enlisted to complete the 2013 Q1 and Q4 report to the city.	Jessica will communicate the new terms to her and oversee completion of 2013 Q1 and Q4 reports.
Upcoming board meeting schedule	Discussion was held regarding having a set meeting schedule for the Board. The Committee recommends regular Board meetings every odd month of the year, and committees can meet every month, or as needed.	The Committee is recommending that the Board meet on odd months, commencing January throughout 2013. Once the budget has been adopted, it will be the job of the Committees to implement the work projects and programs
HR Manual and HR Issues	Discussion was held on the status of the HR manual and HR issues. The Executive Committee recommends retaining CVC on an as-needed basis to review and finalize our HR Manual and provide advice on HR issues. The funds to pay for Cathy will be considered a one time expenditure.	Jessica will reach out to Cathy Chabot and send HR manual.
District Identity and Streetscape Improvement (DISI) Committee	Discussion was held on the immediate need for a DISI Committee Chair, and the need to bring an employee on to implement items like website development, planning strategies, newsletters, etc. The Committee recommends that Jessica serve as interim chair of the DISI committee, and work with NCA to develop an RFP and Job Description for the Director of Communications position.	The Board will vote at next meeting on approving Jessica Lall as interim chair of the DISI committee. Jessica will also develop draft of job description and RFP to share with the board.
Next Executive Committee Meeting	February 12, 2013, 1pm at Villa Flores.	No action.

Minutes taken by Jessica Lall, staff.